

Stokes Nature Center

Volunteer Manual

2696 East Highway 89 • Logan, Utah 84323
P.O. Box 4204 • Logan, Utah 84323
Phone • 435-755-3239 / Fax • 435-755-6586
E-mail • nature@logannature.org
www.logannature.org

The Stokes Nature Center Volunteer Policies and Procedures Manual

Welcome Stokes Nature Center (SNC), volunteer! Thank you for joining the SNC staff and volunteers. Every act of service that you complete helps SNC reach its mission to provide opportunities to explore, learn about, and develop appreciation and stewardship for our natural world. The work you do here does touch lives.

This manual will be your guide to the Stokes Nature Center. It will serve as a reference and help you become acquainted with basic nature center guidelines. It will also answer common questions and provide volunteer job descriptions.

Mission Statement	“To provide opportunities for students of all ages to explore, learn about, and develop appreciation and stewardship for our natural world.”
History & Purpose	Stokes Nature Center is a private non-profit nature education center located one mile up Logan Canyon. The building was constructed in 1924 by members of the American Legion and later donated to the Trapper Trails Council of the Boy Scouts. Logan’s First Presbyterian Church took title of the building in 1996 and in a partnership with Bridgerland Audubon Society designated a board to establish a separate organization to develop a nature center. A crew of volunteers worked for more than a year renovating the building to provide a safe and welcoming place for learning. On November 1, 1997 the Stokes Nature Center was dedicated. Today the nature center is a place where nature exploration occurs on a daily basis. The audience participating in the exploration varies, but includes elementary school groups, boy scouts, families, and Cache Valley community members. No matter what the program may be, we try to plant the seed of respect for the environment in all of our visitors.
Hours	Tuesday – Friday • 10:00 a.m. – 4:00 p.m. 2nd Saturday of each month • 10:00 a.m. – 4:00 p.m.
Holidays	SNC will be closed on these days: Christmas Eve – New Years Day Martin Luther King Day Presidents Day Memorial Day Independence Day Pioneer Day Labor Day Veterans Day Thanksgiving Day and day after
Purpose of Volunteers	The purpose of SNC’s volunteer program is to enhance our ability to teach people of all ages about nature. We welcome the individuality and diversity that volunteers offer, and value the wealth of ideas this fosters.
Volunteer Training	You will receive the appropriate training for each volunteer position SNC offers. You are encouraged to initiate training requests as you feel the need.
Benefits	<ul style="list-style-type: none"> • Free admission to programs volunteering for • Annual recognition holiday party • Learning from professional and experienced naturalist • Developing new skills and gaining valuable experience • Written reference for continuing education or employment 25 hours volunteer service – SNC hat 50 hours volunteer service – SNC shirt 100 hours volunteer service – engraved nametag 200 hours volunteer service – personalized gift
Responsibilities	<ul style="list-style-type: none"> • Abide by the policies and procedures of SNC. • SNC values and depends on you. Please inform the staff when you will be absent or late so other arrangements can be made. • You are expected to strictly observe the confidentiality of all SNC business. • Attend scheduled trainings and orientations. • Please respect the programs by leaving your children and pets at home. • Respond to scheduled events promptly so time commitments can be met. • Record the number of hours worked upon leaving the center. • Wear a nametag when volunteering. • Contact volunteer coordinator if there is a change of contact information or if you no longer desire to volunteer. • Participate in evaluations.

Volunteer Rights	<ul style="list-style-type: none"> • To have adequate orientation, training, and supervision to meet the responsibilities of the position • To refuse any task that you feel uncomfortable with • Receive feedback regarding your performance • To make suggestions regarding ways in which we might better accomplish our respective tasks
Volunteer Records	<p>You need to record your hours before you leave each time you volunteer. A personnel file will be maintained for each regular volunteer. This file contains your application, record of hours served, training received, positions held, interviews, orientation date, recognitions, awards, and certificates received. You can review your file by making an appointment with the volunteer coordinator.</p>
SNC Expectations	<p>SNC staff and volunteers work hard to make sure that those who visit us enjoy their time here and are edified by their experience. It is critical that the staff, board, and volunteers uphold the integrity and quality of Stokes Nature Center. In order to accomplish this we expect you to:</p> <ul style="list-style-type: none"> • Support our mission and help us fulfill it • Take pride in what you do for the nature center • Accept the policies, procedures, and rules • Ask questions about anything that you don't understand • Be willing to learn • Welcome supervision and assistance • Be dependable • Work together with all other members and volunteers
Policies & Procedures	<p>Recruitment Applicants will be considered for service based on their qualifications and availability without regard to race, color, national origin, creed, religion, sex, marital status, or physical abilities. Volunteer job descriptions are available to applicants, including job title and duties.</p> <p>Placement Under the direction of the executive director, the volunteer coordinator has the responsibility of interviewing and placing volunteers. You shall complete and sign a volunteer application, which will be retained in your personnel records.</p> <p>Orientation Every volunteer will attend a volunteer orientation to acquaint them with SNC, its history, goals, services provided, and how volunteers participate. You will receive a copy of the Volunteer Manual and are asked to become familiar with it.</p>
Evaluation	<p>Evaluation is a necessary component of any program where quality is desired. You will be evaluated at least once during your service to:</p> <ul style="list-style-type: none"> • Help SNC measure work being accomplished, attendance, determine the need for additional training, and show appreciation for volunteer service. • Help you to know the quality of your work, to uncover areas of misunderstanding, state further training needs, and ask questions. Evaluations are confidential.
Liability	<p>Volunteers are not covered by Worker's Compensation. We encourage every volunteer to carry their own health insurance.</p>

**Sexual Harassment
(see attached
signature sheet)**

Sexual harassment of a participant, an employee, or any other person at SNC is unacceptable and will not be tolerated.
Sexual harassment may be described as unwelcome advances, requests for sexual favors and other physical conduct and expressive behavior of a sexual nature when:
Submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or education;
Submission to or rejection of such conduct by an individual is used as the basis for volunteer position decisions affecting that individual
Such conduct will substantially interfere with an individual's volunteer performance and creating an intimidating, hostile, or demeaning employment or educational environment.
REPORTING INCIDENTS
Sexual harassment complaints should be registered promptly with the executive director or chair of the board. If, after investigation, it is determined that harassment did actually occur, the offender will receive disciplinary action up to and including termination.
A concerted effort will be made to protect employees, participants and others from sexual harassment as defined. In the event that a complaint of sexual harassment is registered, SNC will assist the complaining party to determine the details surrounding the incident(s). In such a case, retaliation against the complaining part in any way is prohibited and will result in disciplinary action up to and including termination of the retaliator.

Professionalism

SNC expects that volunteers will act professionally in a manner appropriate to the mission and reputation of SNC at all times. Any action or statement that is potentially damaging to the reputation of SNC that is made by a SNC volunteer while representing SNC will be considered unprofessional. Such a case will result in censure of the involved person or persons by the SNC board and/or administration.
ROLE DEFINITION
SNC is an education institution, not an environmental action organization. In order to ensure a broad base of support for SNC all those associated with SNC must remain apolitical, non-controversial and neutral while representing SNC.
PROFESSIONAL COMMUNICATION
At SNC, we do not tolerate unprofessional communication, defined as any comment, conduct or abusive language which creates an intimidating, offensive, or hostile environment for anyone associated with SNC. Examples of unprofessional communication include speech or conduct which demeans, belittles, or castigates the employee personally as opposed to that which provides them with constructive criticism.
LANGUAGE
You must bear in mind that you are a role model at all times, and appropriate language should always be used.
APPEARANCE
All staff and volunteers are expected to reflect high professional standards in their appearance.
Clothing should be clean, in good repair and cover appropriately. Overall, clothing should display good taste and judgment and present a positive, professional image. Anything that could be distracting or offensive should be avoided. Offensive or overtly political messages on clothing are not acceptable.
Beards and hair should be clean and neat.
Facial hardware and potentially offensive body art should be removed or covered while performing professional duties.

Drugs, Alcohol, and Tobacco (see attached signature sheet)	<p>SNC maintains a work environment that is free from the effects of alcohol abuse and illegal or improper drug use. Violation of any of the following policies on the use of drugs, alcohol, or tobacco will result in immediate disciplinary action up to and including termination and dismissal.</p> <p>DRUGS The illegal use, sale, or possession of narcotics, drugs, or controlled substances while on the job or on SNC property is strictly prohibited. It is strictly prohibited for any SNC volunteer to be under the influence of narcotics, drugs, or illegal substances while on the job.</p> <p>DRUGS – MEDICALLY AUTHORIZED Volunteers must report the use of medically-authorized drugs or other substances which can impair job performance to the executive director and provide the proper written medical authorization from a physician to work while using the prescribed drug.</p> <p>ALCOHOL Limited alcohol consumption at SNC is permitted ONLY during special scheduled social or programmatic events for adults where the presence and consumption of alcohol has been approved by the executive director.</p> <p>TOBACCO Tobacco use of any kind is not allowed at any time by participants, visitors, staff, or volunteers within the SNC building. Tobacco use during any SNC program activity is also not allowed.</p>
Dispute Resolution	Stokes Nature Center maintains an “open door policy.” Please feel free to discuss all problems or concerns regarding your volunteer service with the volunteer coordinator.
Volunteer Dismissal	<p>When necessary, volunteers may be dismissed for cause. It is important that we maintain a focus on our mission and provide professional service. Reasons for dismissal may include but are not limited to:</p> <ul style="list-style-type: none"> • Unreliability or failure to follow through with scheduled commitments • Conviction of a crime which is related to job performance • Theft or misuse of property • Inability to work cooperatively with others to an extent that it interferes with job performance • Unwillingness to maintain the high standards of SNC
End of Service	<p>Please notify the volunteer coordinator as soon as possible and make an appointment for an exit interview, so we can learn from your experience at SNC and make sure your records are accurate and up-to-date.</p> <p>Volunteers showing less than eight recorded hours per one calendar year will automatically be retired. It is your responsibility to sign up for the appropriate number of hours to fulfill this requirement.</p>

Volunteer Identification	When walking into SNC to volunteer please remember that you are now a member of the nature center team. As a team member it is important for the public to be able to identify you as such. Please wear your name tag the entire time you are volunteering with SNC. You will find a box containing blank name tags in the volunteer coordinator's office. Fill one of these name tags out and place it in a protective cover. After completing your volunteer session file your tag in the corresponding section of the nametag box.
Parking	Due to the small parking area by the nature center and fire regulations we ask all volunteers to park in the parking lot across Highway 89 and walk up to the nature center unless previous arrangements have been made. Also, we ask that you take into account the amount of time it takes for you to walk to the nature center so that you can arrive to the programs in plenty of time. Handicap Accessible parking is available, please ask the volunteer coordinator for information.
Personal Belongings	Personal belongings may be stored in one of two areas. Coats and other outerwear should be hung on the coat hooks found by the program staff's office. Bags and other larger materials may be kept in the volunteer coordinator's office.
Food & Eating	Stokes Nature Center does have a small kitchen located in the southwest corner of the building. If you are participating in programs that require you to stay through lunch you are welcome to use these facilities. You are responsible for the dishes and other SNC property that you utilize so please clean those things after use. It is not appropriate to eat or drink during programs unless otherwise stated. Please remember to take care of your body's nutrient needs before or after the program.
Restrooms	The public restrooms are located along the south wall in the room that you walk into when entering the building.
Telephones	Volunteers may use SNC's phones for brief local calls.
Equipment & Supplies	The volunteer coordinator or other SNC staff person will direct you to needed supplies. After finishing with supplies please return them to their appropriate place. If you are teaching a school program the supplies needed will be handed out prior to the program and need to be returned to the appropriate bin upon completion of the program. At any time you are unable to locate a supply or find that SNC needs to purchase something please ask and/or notify the volunteer coordinator.
Pets	When volunteering with SNC we ask that you kindly leave your pets at home. No pets are allowed in the building at any time and leaving them outside can serve as a distraction to the program taking place. The River Trail is a great place to let your four legged friends stretch their legs, and we do encourage using it during other times.
Dress	When volunteering with SNC, the public will take notice of you. What you are wearing reflects on the nature center. Clothing should be non-offensive to any parties that may be in contact with SNC while you are volunteering. Please make sure that you are appropriately covered even when squatting or bending down.
Hats	Hats are not appropriate, with the exception of SNC hats, while volunteering with SNC unless working outside. If a hat is needed please make sure it is non-offensive!

**Recording
Volunteer Hours**

SNC is required to keep an accurate record of your volunteer time. This record is valuable in reflecting participation and accomplishments of the total volunteer program. It allows the Board of Trustees, potential funding organizations, and others to recognize the value of community support given through volunteer participation. It also serves as verification of your attendance for documenting IRS deductions, and helps us keep accurate records of active volunteers.

You will find a calendar for volunteer hours on the bulletin board in the volunteer coordinator's office. To record your hours, write your full name, project and the number of hours worked on the corresponding date.

<u>Sun</u>	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>
		1	2 Sadie Enright Critter Care 1.5 hours	3	4	5
6	7	8	9	10	11 John Gallagher Feeder Watch 1 hour	12

Absence

If you are unable to volunteer during your scheduled time please call (435-755-3239) and notify SNC. If the community programs coordinator can not be reached contact the director of education. You may leave a message if no one answers the phone. Please give as much notice as possible so a substitute can be contacted if needed.

**Volunteer Contact
Information**

The volunteer coordinator needs an up-to-date record of your home address, telephone number, and email address. In addition, we ask for medical information and contact information for a friend or relative that can be reached in an emergency. If any of this information changes, please notify us. For liability reasons, volunteer teachers will be asked to read through and sign a child protection policy. All of this information will be kept confidential.

Insurance

Volunteers are NOT covered by Worker's Compensation. We encourage every volunteer to carry their own health insurance.

Accidents & Injuries

If an injury occurs report the injury to a supervisor or staff person. First aid kits are located in the Stokes Nature Center van, staff bathroom, and with each field instructor if performing an outside program. Perform first aid only if you have been trained and have a valid certificate to do so, unless the situation is life threatening (serious bleeding, choking, heart attack, or stroke). Participants in camps, community programs where guardians are not present, and Stokes Field Expeditions have filled out health forms. Before the program begins, a staff person will review any medical conditions that may be present. If you are unsure what the medical procedure is concerning a recorded health issue, ask the education director or a staff person.

**Emergency
Procedures Outline**

After ANY emergency, no matter how slight, that involves volunteers, staff, or visitors, the executive director must be notified. In the case of a medical emergency, contact the closest staff member immediately.

Weather Conditions SNC rarely cancels a program due to weather. If a cancellation does occur, a staff person will contact any volunteers scheduled to work that day. If you have a question about the program taking place, call SNC. Due to the location of SNC, snow and ice can make it difficult to get to the building. Logan City does plow our driveway but it may take a few days to get plowed after a big snowstorm. Be sure to be cautious when using the driveway whether by foot or car.

Please dress appropriately for the weather on the days that you are volunteering. SNC does have supplemental gear for most weather, but program participants are outfitted first.

Fire Safety

BUILDING FIRE

If the fire is small use a fire extinguisher. SNC has four fire extinguishers. The fire extinguisher are located to the left of the front door, to the left of the back door, just inside the program staff's office door, and to the right of the kitchen door. If the fire is too large to use a fire extinguisher, get everyone out of the building or area as soon as possible and call 911. If the fire is not an immediate threat to human safety, volunteers and staff should remove the resident animals. From the nature center building, staff, volunteers, and participants should walk west on the River Trail and gather at the fire hydrant.

FOREST FIRE

Use your best judgment and get to a clear area like the river or an already burned area that will not burn, making sure you do not take a course of action that would trap participants or volunteers against a fence or other obstacle with a fire oncoming.

Power Outages

In case of a power outage, call Logan City (435-716-9090) to report the outage.

Emergency Shut-Off Valves

WATER

The main shutoff is located in the staff kitchen in the south closet behind a "door" on the lower east inside closet wall. Hot water shutoff is located in the staff bathroom above the water heater. Individual fixture shut-offs are located in the supply room.

ELECTRICAL

The main shutoff is located outside the west end of the building in the gray metal box next to the meter. Individual breakers are in the electrical panel inside the building on the west wall, north corner. All outside outlets are on a ground fault protection circuit protected by the outside outlet located by the north door on the west end of the building. If the outside outlets do not work, try resetting the test/reset buttons on the outlet located by the north door on the west end of the building.

GAS

Main shut-offs are located just behind the building outside the staff kitchen door and on top of the LPG tank.

FURNACE

Gas and electrical shut-offs are located near the furnace which is located in the east attic. Electrical can also be turned off in the electrical panel and gas at either of the main gas shut-offs.

Emergency Contacts

Call 911 first in all emergencies.

Fire protection is provided by Logan City.

Cache County Sheriff responds to all police emergencies.

As soon as possible, call down the following list, starting at the top and moving to the bottom. Names and phone numbers can be found on the current SNC contact list posted at each phone and available from the executive director.

Executive Director

Director of Education

Chair, Board of Trustees

Chair Elect, Board of Trustees

Commitment to Conservation

All associated with SNC are asked to monitor energy consumption in program and other office space. Energy should be conserved as much as possible: Turn lights on when you enter and off when you leave, keep doors closed at all times to conserve heat. SNC recycles all its paper as well as glass, aluminum, steel cans and lids, some plastics, and cardboard. Paper receptacles can be found next to each desk and the copy machine. All other recyclables can be placed in the blue tub located next to the stove in the kitchen.

Volunteer Opportunities

Stokes Nature Center volunteer opportunities are broken into four categories: critter care, community programs, general/exhibit development, and school programs. Following are detailed job descriptions for positions within each of these categories.

Critter Care

Position:
Critter Care-taker

Community Programs

Positions:
Earth Rhythms
Parent Tot
Family/Adult Programs
Outreach Events

General/Exhibit Development

Positions:
Librarian
Program Photographer
Outside Exhibit Coordinator
Website Designer

School Programs

Position:
Educator

Critter Care-taker

BACKGROUND

SNC is home to a variety of locally found animals. These animals are important in teaching visitors about the local wildlife, differences between types of animals, and providing opportunities to get close to an animal.

RESPONSIBILITIES

- Remove fecal material from each animal's living quarters
- Wash hands before starting work with critters and between handling each critter
- Scrub water dishes and refresh water
- Wipe inside and outside of living quarters
- Clean and sanitize old critter cages

QUALIFICATIONS

- Enjoy working with animals
- Desire to give others opportunities to connect with local wild animals

TIME COMMITMENT

At least one hour a day, one day a week.

INSTRUCTIONS

Each of our animals is susceptible to bacteria and parasites. For this reason each animal has a separate water dish, spoon and container for fecal material removal, and bedding substrate. All supplies are located under the tarantula.

Turtle: Place Flash in empty tub. Remove most of the water from his tank. Use sieve to clean rocks. Wipe algae from glass. Add water so covering pump. Replace Flash.

Tarantula: Remove webs. Refill cricket food. Clean & replace water dish. Wipe inside and outside of terrarium. If Henrietta is on her back, leave her alone she is molting and is very vulnerable.

Garter Snake: Remove water tub and wood material. Scrub water tub and fill with clean water. Scoop fecal material using the Garter Snake cup and spoon. Wipe inside and outside of tank with hot water and clean rag.

Gopher Snake: Using Gopher Snake cup and spoon remove all fecal material. Wipe inside and outside of tank with hot water and clean rag.

Salamander: See Garter Snake instructions. If you need to remove Marbles from the water, wet your hand first.

Community Programs – Earth Rhythms

BACKGROUND

Earth Rhythms is a two-hour story-based program offered on the second Friday of the month for 4-6 year olds. The program has a different theme each month and includes crafts, exploration, and games.

RESPONSIBILITIES

- Escort children from gate to the nature center and back to the gate
- Read selected story
- Assist participants with planned games, crafts, and exploration
- Help clean up from program

QUALIFICATIONS

- Enjoy playing and exploring with children
- Like to make crafts and help children make crafts
- Have a desire to explore and share new discoveries
- Enthusiasm

TIME COMMITMENT

Three Fridays per year, 3 hours per day

INSTRUCTIONS

Arrive at the nature center at least half an hour before the program is scheduled to begin. Look over the planned program in order to understand how to make the crafts and play the games. Program outlines are available upon request. Decide which aspects of the planned program you want to lead and discuss with other program instructor. Walk down to the gate to meet participants at least 15 minutes prior to the scheduled start time. Check children in and collect health forms if needed. Walk to the nature center with all participants and start the program. Ten to fifteen minutes prior to the scheduled end time take children back to the gate. Help other program instructor clean up from the program.

Community Programs – Parent Tot

BACKGROUND

Parent Tot is a program offered on the first and third Fridays of each month for 2-3 year olds. The program has a different theme each month and includes crafts, exploration, and games. Adults are required to stay with their children for this program.

RESPONSIBILITIES

- Read selected story
- Assist participants with planned games, crafts, and exploration
- Help clean up from program

QUALIFICATIONS

- Enjoy playing and exploring with children
- Like to make crafts and help children make crafts
- Have a desire to explore and share new discoveries
- Enthusiasm

TIME COMMITMENT

Four Fridays per year, 1.5 hours per day

INSTRUCTIONS

Arrive at the nature center at least fifteen minutes before the program is scheduled to begin. Look over the planned program in order to understand how to make the crafts and play the games. Program outlines are available upon request. Decide which aspects of the planned program you want to lead and discuss with other program instructor. Check children in. Start the program no later than ten minutes after the hour. Help other program instructor clean up from the program.

Community Programs – Family/Adult Programs

BACKGROUND

At least one family/adult program is planned each month. These programs range in topics, locations, and activities. Each program will be geared towards families or adults only.

RESPONSIBILITIES

- Direct participants to appropriate areas
- Answer questions participants have
- Assist instructor as asked for particular program
- Help clean up from program

QUALIFICATIONS

- Enjoy learning new things
- Like working with adults and families
- Have a desire to explore and share new discoveries
- Enthusiasm

TIME COMMITMENT

Three Saturdays per year, 3 hours per day, or a total of 9+ hours

INSTRUCTIONS

Arrive at the nature center at least fifteen minutes before the program is scheduled to begin. Look over the planned program in order to understand what activities will be taking place. Ask instructor what he/she needs you to do to fulfill those needs. Help other program instructor clean up from the program.

Community Programs – Outreach Events

BACKGROUND

Stokes Nature Center participates in a number of community outreach events each year. These events are open to the public and are generally sponsored by another organization. During these events SNC sets up a booth including crafts and activities and information on our programs.

RESPONSIBILITIES

- Inform visitors about SNC
- Assist visitors with crafts or activities
- Help clean up from program

QUALIFICATIONS

- Know mission and background information about SNC
- Believe in the programs offered by SNC
- Desire to share information about nature with the public
- Enthusiasm

TIME COMMITMENT

Two outreach events per year, at least two hours per event

INSTRUCTIONS

Arrive at the event at least 15 minutes prior to the start of your shift. During certain events the host group may require and earlier arrival. Have other instructor brief you on the activities. Start answering questions and helping visitors with the activities. Help clean up from the program if you are present at the close of the event.

General/Exhibit Development – Librarian

BACKGROUND

SNC has a small library including reference books, field guides, picture books, and other literature.

RESPONSIBILITIES

- Check to see if the books on shelves are listed on the book list
- Catalog new books
- Prepare them for the shelves
- Place books on shelves in an organized fashion
- Maintain organization and order of books

QUALIFICATIONS

- Enjoy organizing
- Computer literate

TIME COMMITMENT

Four hours per month

INSTRUCTIONS

All new books will be placed on the second to bottom shelf in the volunteer coordinator's office. The "SNC library book list" document is available upon request. Record the new books on the book list. Each book should be placed within a category birds, environment, fish, forests, general animals, geology, amphibians and reptiles, insects and arachnids, literature, local area information, mammals, people and nature, plants, seasons, water, weather and astronomy, and storybooks. If you have questions regarding which category the book fits in, ask the volunteer coordinator.

General/Exhibit Development – Program Photographer

BACKGROUND

SNC needs photos of programs for flyers, brochures, the newspaper, grants, and general advertising. A digital camera will be provided for any SNC program.

RESPONSIBILITIES

- Attend a variety of SNC programs to take pictures
- Work with the volunteer coordinator to download photos to SNC network

QUALIFICATIONS

- Enjoy photography
- Have a desire to capture great learning moments in nature

TIME COMMITMENT

Two hours per month

INSTRUCTIONS

Arrive at the nature center 15 minutes prior to the start of the program. Have the volunteer coordinator or available staff person retrieve the camera for you. Become familiar with activities that will be taking place during the program. Observe and photograph the program. If the program is divided into groups feel free to roam between groups. After you are done taking photos give the camera to the volunteer coordinator or leave it in her mailbox with the name of the program just photographed. The volunteer coordinator will download the photos and put the camera away. If you are interested in seeing the photos you took please contact the volunteer coordinator.

General/Exhibit Development – Outside Exhibit Coordinator

BACKGROUND

SNC has a nature information board, weather board, and a bulletin board located outside. These boards display information about nature and SNC programs for visitors and trail users.

RESPONSIBILITIES

- Pick a topic and create a display for the nature information board and weather board once a season
- Design the bulletin board including the new program information once a season
- Put all new program information flyers in the box located beneath the bulletin board

QUALIFICATIONS

- Interested in learning new things
- Enjoy designing and creating
- Legible penmanship

TIME COMMITMENT

Two hours per season

INSTRUCTIONS

Research and choose a topic for the nature information and weather boards. Have the volunteer coordinator approve the topic you have chosen. After gathering the appropriate information, come to the nature center and re-design the boards. The boards are located on either side of the executive director's door. The volunteer coordinator will notify you when the program line-up for the season has been completed. Once notified, come to the nature center, take down the old display, and begin putting up the new one. Markers and other resources will be provided. Please notify the volunteer coordinator during the different stages of creating the displays to ensure that themes, grammar, and overall appearance are consistent with SNC's marketing standards.

General/Exhibit Development – Website Designer

BACKGROUND

SNC's website provides information about all aspects of SNC to the public, other organizations, and companies.

RESPONSIBILITIES

- Work with the volunteer coordinator to keep our website up-to-date
- Create a new design plan for the website and present it to the SNC staff
- Implement the new design plan

QUALIFICATIONS

- Enjoy working with computers
- Enjoy creativity
- Computer programming interest and/or experience a plus
- Desire to promote SNC's image through website design

TIME COMMITMENT

Four hours per month

INSTRUCTIONS

Visit SNC's website (www.logannature.org) to get an idea of what we currently have and what information we need to communicate through our website. Come up with a new design plan for the website that is fun and interactive as well as professional. Present the plan to the SNC staff to ensure that it meets all of our needs as well as SNC's marketing standards. Implement the plan. After implementation, review the website with the volunteer coordinator and fix any problems or errors. Work with the volunteer coordinator to keep the website updated with our most current information, including new programs and opportunities.

School Programs – Educator

BACKGROUND

SNC offers a variety of school programs that meet the Utah Core Curriculum. These programs are designed for children in kindergarten through fifth grade. The school programs are 1.5 to 2 hours in length and are taught at SNC, the school, or at a designated off-site location. The class is divided into three groups and rotates through three hands-on stations.

RESPONSIBILITIES

- Observe each school program prior to teaching
- Teach small groups in SNC's science-based school programs
- Keep the students engaged

QUALIFICATIONS

- Interested in nature and teaching
- Willingness to work with grade-school children in small groups (<15)
- Enthusiasm
- NO science background is required

TIME COMMITMENT

40 hours per school year including observation and teaching

INSTRUCTIONS

The lesson plan and short program teaching guide will be given to you at least one week prior to the scheduled program. Study these plans before attending the program to familiarize yourself with the activities and information. Arrive at the program location 30 minutes prior to the start of the program to help set up, organize the rotation, and arrange how each station will be taught. Use the short program teaching guide to help you organize the order that subjects will be taught and as a guide that the core information is covered. Be enthusiastic with the students to help them learn the information you are giving. Upon the completion of the program help staff members clean up from the program.

**Stokes Nature Center
Volunteer Signature Sheet**

I certify that I read and understand Stokes Nature Center's Policy on sexual harassment contained in the Stokes Nature Center Volunteer Manual. I understand that any volunteer that sexually harasses a SNC employee, volunteer, or participant is subject to immediate dismissal.

Signature

Date

Printed Name

I certify that I understand, agree with, and submit to the conditions of the Drug, Alcohol, and Tobacco policy in the Stokes Nature Center Volunteer Manual.

Signature

Date

Printed Name